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**UNITED STATES MISSION - BOGOTA**

**VACANCY ANNOUNCEMENT**

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**No. 035**

**Job Vacancy**

**April 22, 2005**

**OPEN TO:** All U.S. Citizens

**POSITION:** VETTING/HUMAN RIGHTS DATABASE  
COORDINATOR, FSN – 09; FP-5\*

**OPENING DATE:** Friday, April 22, 2005

**CLOSING DATE:** Friday, May 6, 2005

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** \*EFM : FP-5  
(Position Grade: FP-5 is confirmed by Washington)  
Ordinarily Resident: LCP/FSN-9  
Duration of appointment: One year

The U.S. Embassy in Bogota is seeking a US citizen for employment in country for the position of Vetting Human Rights Database Coordinator in the Political Section.

**BASIC FUNCTION OF POSITION**

The Vetting/Human Rights Database Coordinator position will serve under the supervision of the Political Counselor. The incumbent will develop, establish and maintain a detailed database, which will contain extensive records of host nation's training participation, human rights violations and massacres. This database will also contain computerized records of all files. The incumbent will work closely with US and Colombian military officials and Colombian law enforcement officials to provide accurate assessments of alleged human rights abuses.

**QUALIFICATIONS REQUIRED**

**Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- a. Education: Completion of secondary school and two years of college is required.
- b. Prior Work Experience: Two years of experience in business or government setting handling sensitive and/or classified information is required.
- c. Language Proficiency: Level IV (Fluent) Speaking/Reading English is required. Level IV (Fluent) Speaking/Reading Spanish is required.
- d. Knowledge: Familiarity with databases/word processing is required.
- e. Skills and Abilities: Must possess excellent computer skills and the ability to draft a wide variety of reports and other documents.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Successful candidate must be a U.S. Citizen, at least 21 years of. All applicants must be able to obtain a Secret clearance. The mission of the Drug Enforcement Administration is to provide a drug free environment. Applicants, when applying for a position with DEA, must be aware of security clearance standards regarding any previous drug usage or experimentation. For further clarification/information, please contact the DEA Administrative Office.
5. Successful candidate must be able to complete a one year appointment.

## **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)  
<http://bogota.usembassy.gov>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM’s and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

## **SUBMIT APPLICATION TO**

American Embassy Bogota  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist. U.S. EFMs not yet residing at post may submit applications via fax (57-1) 383-2088 or e-mail. Applications will not be returned. Applicants should keep a copy for their files.

## **DEFINITIONS**

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or

establishment abroad with a U.S. Government agency that is under Chief of Mission authority;

- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

#### **CLOSING DATE FOR THIS POSITION: FRIDAY, MAY 6, 2005**

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

